

All Applicants Filing Instructions

Please read and follow carefully, failure to do so may delay processing of your application. Office hours are 7 a.m. to 4 p.m. closed for lunch from 12 p.m. to 1 p.m. and all State-recognized holidays.

General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- Before filing, the affidavit must be signed and notarized.
- The application **must be** completed online and printed out, or may be typewritten.
- The correct application fee **must** accompany the application.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
- **All application fees are nonrefundable.**

References:

- References are required by both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and then mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section 4 of the application.
- When completing reference forms, at least two (2) of the three (3) required, must be registered in the profession in which registration is sought (i.e. engineers must have 2 PE's and land surveyors must have 2 PLS references).
- References should correspond with the supervisors listed under items 4 and 5 of the application.
- If unable to provide the names and addresses of supervisory references for at least three (3) engagements, please provide a written, sworn explanation in Section 5 of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering or land surveying experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

Verifications:

- Verifications are required by both exam and comity applicants who do not have a Record Book with NCEES.
- It is the responsibility of all applicants to contact the State Board in which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.
- **Land Surveyors** must get a verification from each state they are licensed in.

Transcripts:

- Transcripts are required by both exam and comity applicants who do not have a Record Book with NCEES.
- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

NCEES Record Book Holders:

- Section 1, 2, 3 and 6 of the application form must be completed in its entirety (if not, the application will be returned).
- Evidence of Lawful Presence form should be sent with the application to prevent delays.
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Engineer-In-Training Applications:

- Refer to Chapter 4, Section 6 of the Board's Rules and Regulations

Land Surveyor-In-Training Applications:

- Refer to Chapter 4, Section 9 of the Board's Rules and Regulations
- Provide references and complete Section 4 of the application for all applicants that have an Associates degree in Surveying Technology.
- Those applicants that have a BS in Surveying or Engineering need to complete Sections 1, 2, 3, and 6 of the application form.

Evidence of Lawful Presence:

- **All applicants**, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A). Failure to provide this information will delay processing of your application for Board review and registration process.

Land Surveyor Applicants:

- In addition to completing the application, references, verifications, transcripts and evidence of lawful presence, you must also complete both the Boundary Questionnaire as well as the Education Requirement Form. This is regardless if you have a NCEES Record book.

Board Meetings/Deadlines:

- Applications filed after the deadline date will be processed for the following Board meeting.
- If at the end of six (6) months from the date of filing an application, it is not complete, it will be cancelled by the Board for lack of interest.

<u>Applicants Filing For Spring Exam (April) Deadlines</u>		
Board Meetings	Dates <i>examination</i> applications must be received	Date ALL <i>examination</i> application materials must be completed and received (no exceptions)
<i>November</i>	June 1 – September 1	October 1
<i>February</i>	September 1 – December 1	January 1
Final Filing Dates for Spring Exam	December 1	January 1

<u>Applicants Filing For Fall Exam (October) Deadlines</u>		
Board Meetings	Dates <i>examination</i> applications must be received	Date ALL <i>examination</i> application materials must be completed and received (no exceptions)
<i>May</i>	January 1 – March 1	April 1
<i>July</i>	April 1 – May 1	June 1
Final Filing Dates for Fall Exam	May 1	June 1

**WYOMING STATE BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**

6920 Yellowtail Drive, Suite 100, Cheyenne, WY 82002

Telephone Number (307) 777-6155

NONREFUNDABLE**Application Fee \$100**☐ By Examination☐ By Comity**APPLICATION FOR REGISTRATION FOR
PROFESSIONAL ENGINEER****1. GENERAL INFORMATION**

Email address:		Daytime Phone:		Date:	
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Name in Full:			Social Security No.:	
Birthplace:		Date of Birth:		Age:	Citizenship:
CHECK MAILING ADDRESS YOU PREFER (CHECK ONLY ONE PLEASE)					
<input type="checkbox"/> Residence Address		City:	State:	Zip:	
Present Employer:			Position Held:		
<input type="checkbox"/> Business Address		City:	State:	Zip:	
Date of Residence in Wyoming:		If you are an out-of-state resident, why do you wish registration in WY?			

2. EDUCATION

ALL EDUCATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE
OFFICE OF THE REGISTRAR OF THE COLLEGE OR UNIVERSITY ATTENDED.

State in chronological order the name and location of each college, university or technical school attended, the time spent at each and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, etc.

Name and Location of Institution:	Month & Year From - To	Date Graduated	Tech. Course Curriculum	Degree Received

☐ Check if NCEES Record Book is forthcoming.
3. REGISTRATION

Have you ever taken a written Engineering examination in any state or U.S. territory? ☐ Yes ☐ No

	Where:	When:	Hours:	Result:	
Engineer Intern					E.I.T. Number:
Prof. Engineer					P.E. Number:

LICENSURE HISTORY: Do you now hold or have you ever held a license or registration to practice engineering in any state or U.S. Territory? ☐ Yes ☐ No If YES, show all such licenses below:

State: License Number: Year Issued: Type of License: If license is not now in force, why & when did validity cease:

- A. Have you ever been convicted or found guilty – regardless of adjudication – of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do **not** include parking or speeding violations.) If yes, please list date, jurisdiction (state and county), offense disposition, and all other relevant information on attached sheet.
- B. Have you ever been denied the right to take an Engineering examination in any state?
- C. Have you ever been refused an Engineering license – or the renewal thereof – in any state?
- D. Have you ever had a certificate of registration to practice Engineering revoked, suspended, or otherwise acted against (including probation, fine, or reprimand) in any state?
- If 3B, 3C, or 3D above are answered "YES," you must provide complete details as to state(s), license number (2), dates, and relevant circumstances on attached sheets.

☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No

E. Indicate ONE branch of Professional Engineering in which you desire to be or have been examined

Revised (5/05)

4. PROFESSIONAL EXPERIENCE

(IMPORTANT – READ ALL INSTRUCTIONS IN THIS SECTION BEFORE FILLING OUT FORM.)

- a. List Engagements in chronological order, earliest engagement as number one. Leave no gaps in the chronological listing of experience. The experience record should begin with graduation from a College/University.
- b. Each of the three columns under “time” should be filled in for each engagement. Use zeros where necessary but do not leave blank spaces and do not use the word “yes.”
- c. The time in “Engineering Work” plus the time in “Non Engineering Work” must equal the time entered under “Total Time.” Columns 1 and 2 must equal Column 3.
- d. Up to one year of graduate engineering education may be included as “Engineering Work.” Enter any additional time spent in graduate school as “Non Engineering Work.”
- e. You must provide complete information on all of your employment experience. Accuracy in regard to dates and the type of work performed is very important. You must differentiate between periods of part-time and full-time employment.
- f. Experience descriptions should include concise and explicit statements regarding the magnitude and complexity of the engineering work performed. The experience record should describe engineering projects on which you personally worked. If the engagement consists of numerous projects, describe the general nature of your position and list specific projects that are representative of your work. Formal, written job descriptions are not acceptable to describe the work performed.
- g. Show the total of all time in each category at the indicated location at the bottom of the second page.

Applicant must fill in all columns

[illegible]

[illegible]

Engage- ment Number	Date In Months & Years		TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF ENGAGEMENT	TIME In Years and Months						Name and address of supervisor for each engagement		
	From	To		(1) Engineering Work (Actual)		(2) Non Engineering Work (Actual)		(3) Total Time (Actual)				
				Years	Months	Years	Months	Years	Months			
7												
8												
9												
10												
<div>Total Time</div> <div>Board Verification of Experience Claimed</div>												

5. VERIFICATIONS OF EMPLOYMENT

Please provide the name and address of at least three supervisors who can verify your engineering experience of your experience record. If unable to provide the names and addresses of supervisors for at least three engagements, provide an explanation in the space below and list the names and addresses of three references, unrelated to you, at least two of whom shall be registered in the practice of engineering. NOTE: Beside each non-supervisory reference, type the word "Personal." **DO NOT** provide personal references if you can provide the names and addresses of supervisors for at least three engagements. Attach addition sheet if necessary.

NAME	ENGAGEMENT NUMBER	REGISTRATION # AND STATE	ADDRESS	POSITION

**EXPLANATION (If unable to provide three supervisory references):

CODE OF ETHICS

I hereby subscribe to and agree to exemplify the following Code of Ethics:

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any Professional Engineer:

1. To act for his client, or employer, in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated recompense for services rendered.
2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
3. To attempt to supplant another Engineer after definite steps have been taken toward his employment.
4. To compete with another Engineer for employment by the use of unethical practices.
5. To review the work of another Engineer for the same client, except with knowledge of such Engineer, or unless the connection of such Engineer with the work has terminated.
6. To attempt to give or obtain technical services or assistance without fair and just compensation commensurate with the services rendered.
7. To use the advantages of a salaried position to compete unfairly with other Engineers.
8. To act in any manner or engage in any practice which will tend to bring discredit to the honor or dignity of the engineering profession.

6. AFFIDAVIT

THE STATE OF _____)

) SS.

County of _____)

I, _____, being duly sworn, hereby affirm that the statements and information contained in this application are true in every respect to the best of my knowledge.

Signature of Applicant

The foregoing instrument was acknowledged before me by _____
this _____ day of _____ 20 ____.

Notary Public

My Commission expires _____

7. RECORD OF BOARD (This space not to be used by Applicant)

Date application received _____	Grade on exam _____	PE Number _____
Registration fee paid _____	ELSES Notified _____	Date of Registration _____
ELSES Notified _____	Exam given 3 rd time _____	Pocket card mailed _____
Exam given 1 st time _____	Grade on Exam _____	Certificate mailed _____
Grade on Exam _____	Action of Board _____	Seal form mailed _____
ELSES Notified _____	ELSES Notified _____	Seal approved/disapproved _____
Exam given 2 nd time _____	Grade on Exam _____	